

Employee Post-Travel Disclosure of Travel Expenses

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the **Office of Public Records in 232 Hart Building.**

Date/Time Stamp:

17 JUN 26 PM 2:32

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Private Sponsor(s) (list all): Malaria No More Fund

Travel date(s): May 30- June 1

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|---|--|------------------|---------------|---------------------------------------|
| <input checked="" type="checkbox"/> Good Faith Estimate | Flights: \$697 Vans in PAP for 2 days: \$30 | PAP: \$199 | \$75 in PAP | \$15 for waters and sunscreen |
| <input type="checkbox"/> Actual Amount | Taxis in ATL: \$40 per person | ATL: \$164 | \$50 in ATL | |

Expenses for Accompanying Spouse or Dependent Child (if applicable):

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses (Amount & Description) |
|--|-------------------------|------------------|---------------|---------------------------------------|
| <input type="checkbox"/> Good Faith Estimate | | | | |
| <input type="checkbox"/> Actual Amount | | | | |

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): see attached

6/26/17
(Date)

Kelsey LaFreniere
(Printed name of traveler)

Kelsey LaFreniere
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

6/26/17
(Date)

Charles Sch
(Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the Select Committee on Ethics in SH-220. Incomplete and late travel submissions will not be considered or approved. This form must be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Name of Traveler: Kelsey LaFreniere

Employing Office/Committee: Senator Schumer

Private Sponsor(s) (list all): Malaria No More Fund

Travel date(s): May 30 - June 1, 2017

Note: If you plan to extend the trip for any reason you must notify the Committee.

Destination(s): Port Au Prince, Haiti and Atlanta, GA

Explain how this trip is specifically connected to the traveler's official or representational duties:

I am attending to learn more about post-earthquake reconstruction in Haiti and the increased incidence of diseases post-disaster in order to better inform my role as the legislative aide and primary staffer handling disaster issues for Senator Schumer.

Name of accompanying family member (if any): _____

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

4/28/2017
(Date)

Kelsey LaFreniere
(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

I, Senator Schumer hereby authorize Kelsey LaFreniere
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

4/28/2017
(Date)

Charles Schumer
(Signature of Supervising Senator/Officer)

malaria NO MORE

Ms. Kelsey LaFreniere
Legislative Assistant
Office of U.S. Senator Charles E. Schumer
Democratic Leader
322 Hart Senate Office Building
Washington, D.C. 20510

Dear Ms. LaFreniere,

We invite you on a staff delegation trip to Haiti on May 30- June 1, 2017 to witness firsthand the U.S. government's efforts to combat vector borne diseases like malaria and Zika as well as other key global health challenges in Haiti.

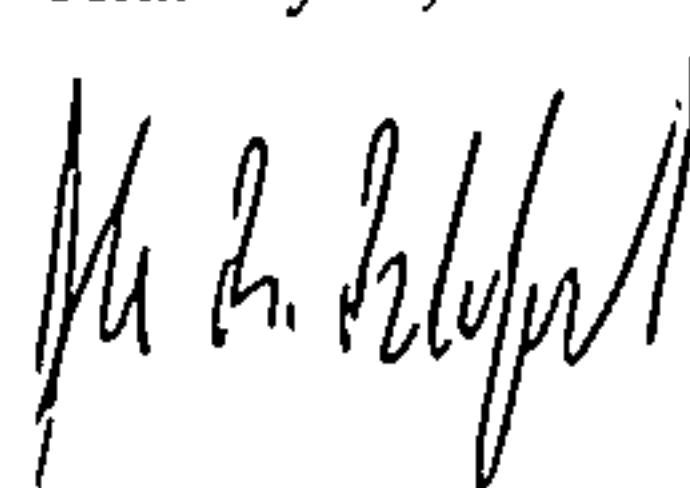
During this staff delegation trip, we will examine the opportunities to control Zika, and eliminate malaria in the Caribbean. More broadly, we will examine how anti-malaria and anti-Zika efforts are a key component to the global health security agenda and a strong pillar of U.S.- Haiti bilateral cooperation. Staff will have an opportunity to engage with a variety of U.S. government officials from the Centers for Disease Control and Prevention, the U.S. Agency for International Development, and the U.S. State Department. We will also engage directly with foreign government officials, public health experts and other key stakeholders as we examine the global health landscape in the broader health and security context.

Thanks to bipartisan support in Congress, leadership across both Republican and Democratic Administrations, support and resources from faith communities and the private sector, the United States is leading the world and has achieved outstanding success in fighting malaria and saving lives. This trip will demonstrate how fighting vector borne diseases is consistent with our values and advances America's interests in the world and in our neighborhood in the Americas.

Though malaria may not seem like a top priority for Haiti, investing in eradicating the disease will help to strengthen the public health system in Western Haiti which was devastated by Hurricane Matthew, and eliminating the disease would be an important victory for Haiti and the region.

We hope that you will consider joining us. Please contact Kara Saleeby (Kara.Saleeby@malarianomore.org) at Malaria No More for additional information.

Thank you,



Joshua Blumenfeld
Managing Director

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Malaria No More Fund (MNM)
2. Description of the trip: Fact finding mission to witness firsthand the U.S. government's efforts to combat vector borne diseases like malaria and Zika as well as other key global health challenges in Haiti.
3. Dates of travel: May 30-June 1, 2017
4. Place of travel: Port au Prince, Haiti and Atlanta, Georgia
5. Name and title of Senate invitees: See attached
6. I certify that the trip fits one of the following categories:
☐ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
☒ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I certify that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
☒ I certify that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I certify that:
☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☒ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

MNM is paying for 100% of this trip. The CDC will join in their capacity as a member

of Malaria Zero, an alliance of partners with the goal to eliminate malaria from the

Hispaniola by conducting operational research, including identifying areas of high transmission.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

MNM is a 501C(3) organization committed to ending deaths from malaria. The purpose of this trip is

to demonstrate how USG is playing a role to help end deaths by this disease in Haiti and helping

to strengthen the health system.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

MNM's first congressional trip took place in November 2012 to Tanzania. In August 2014, MNM took staff

to Senegal and Switzerland. In 2015, MNM took staff to Thailand and Myanmar and in 2016 went to

Thailand and Cambodia to witness the threat of drug resistance in the Greater Mekong Subregion.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

MNM hosts briefings on malaria and wider health issues on Capitol Hill quarterly.

16. Total Expenses for Each Participant:

| | Transportation Expenses | Lodging Expenses | Meal Expenses | Other Expenses |
|---|--|---|-------------------------|---|
| <input checked="" type="checkbox"/> Good Faith estimate | Flights: \$697 TOTAL per person | Hotel is \$199/night in Port Au Prince (PAP) | \$75 PAP \$50 in ATL | \$10 daily for bottled water and sunscreen for outdoor visits |
| <input type="checkbox"/> Actual Amounts | Vans:\$33 for 2 days in PAP \$20 for Taxis in ATL | Hotel is \$164/night in Atlanta (ATL) | | |

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The trip involves meetings that are arranged with regard to congressional participation.

18. Reason for selecting the location of the event or trip

Eliminating malaria in Haiti will lead to a malaria free Caribbean. Atlanta was chosen to highlight

the work the CDC is doing to combat malaria, Zika, and cholera, Staff will see the Emergency Ops center

19. Name and location of hotel or other lodging facility:

The Best Western, 50 Angle Louverture & Geffrard, Petion-Ville 6110, Haiti

The Westin Peach Tree Atlanta: 210 Peachtree St NW, Atlanta, GA 30303

20. Reason(s) for selecting hotel or other lodging facility:

The Best Western was recommended by US Embassy for safety.

The Westin in Atlanta due to the proximity between the Centers for Disease Control and Prevention and the airport.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

Haiti hotel rate exceeds GSA because of security needs. Atlanta hotel rate exceeds GSA rate of \$140

because per diem rate was not available, but meals are lower than GSA rate and we expect total per diem to be at or below GSA rates in both cities.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

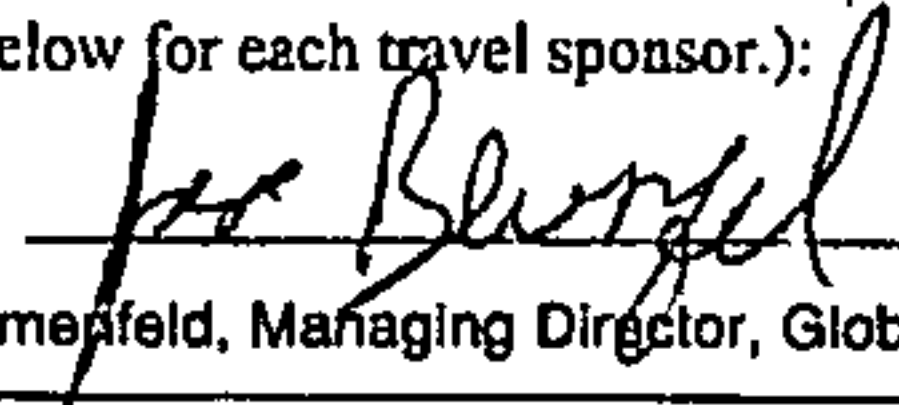
The airline tickets are in economy.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

None

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: 

Name and Title: Joshua Blumenfeld, Managing Director, Global Policy and Advocacy

Name of Organization: Malaria No More Fund

Address: 1301 Connecticut Avenue, NW, Suite 502, Washington, DC, 20036

Telephone Number: 202 412 7709

Fax Number:

E-mail Address: jblumenfeld@malariaenomore.org

Question 5: Senate Staff Invitees

Ms. Viviana Bovo
Senior Advisor for Western Hemisphere Affairs
Office of Senator Marco Rubio
Viviana_bovo@rubio.senate.gov

Ms. Kelsey LaFreniere
Legislative Aide
Office of Senator Charles E. Schumer
Kelsey_LaFreniere@schumer.senate.gov

Ms. Jessica Armao McNiece
Health Policy Director
Office of Senator Richard J. Durbin
Jessica_McNiece@durbin.senate.gov

Ms. Kristen Molloy
Senior Health Policy Advisor
Office of Senator Tim Kaine
Kristen_Molloy@kaine.senate.gov

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Malaria No More
Congressional Staff Delegation Trip to Haiti and CDC Atlanta
May 30 - June 1, 2017

Senate Staff

Ms. Viviana Bovo
Senior Advisor for Western Hemisphere Affairs
Office of Senator Marco Rubio
Viviana_bovo@rubio.senate.gov

Ms. Kelsey LaFreniere
Legislative Aide
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Kelsey_LaFreniere@schumer.senate.gov

Ms. Jessica Armao McNiece
Health Policy Director
Office of Senator Richard J. Durbin
Jessica_McNiece@durbin.senate.gov

Ms. Kristen Molloy
Senior Health Policy Advisor
Office of Senator Tim Kaine
Kristen_Molloy@kaine.senate.gov

Malaria No More

Josh Blumenfeld, Managing Director of Global Policy and Advocacy
jblumenfeld@malarianomore.org
Cell: 202- 412- 7709

Johanna Simon, Senior Advisor, Policy and Advocacy (attending Haiti portion)
johanna.simon@malarianomore.org
Cell: 917-584-1388

Kara Saleeby, Director of Policy and Advocacy (attending ATL portion)
Kara.saleeby@malarianomore.org
Cell: 202-793-1808

Heidi Ross, Director of Policy and Advocacy (attending ATL portion)
Heidi.Ross@malarianomore.org
Cell: 202- 577- 2399

Trip Itinerary

| Tuesday, May 30 | | |
|-----------------|--|--|
| 5:30am | Check in at Washington Reagan National Airport (DCA) | Note: Staff to meet Josh Blumenfeld of MNM at departure gate, through security. Suggested attire: comfortable business casual for the entire day. Long-sleeves and hats recommend for Haiti. |
| 6:59am | Depart Washington Reagan National Airport (DCA) American Flight 309 | Note: Briefing packet for the trip will be provided to read on the plane |
| 9:44am | Arrive Miami Airport | |
| 10:43am | Depart Miami Airport Flight American 949 | Note: Lunch to eat on the plane, to be provided by MNM (please let MNM know of any dietary restrictions or requests) |
| 12:51pm | Arrive Port au Prince, Haiti | Note: Lauren Bailey from CDC to meet us at airport. Driver will go immediately to Embassy; light snacks for the van will be provided; check-in to hotel will be later in the evening. Lauren Bailey Communications and Policy Specialist at CDC Haiti |
| 1:00pm-3:00pm | Depart for US Embassy (including arrival at airport, baggage claim, customs) | |
| 3:00pm-3:30pm | US Embassy Combined UNF/MNM Meeting with CDA Shukan to discuss USG activities and budget in Haiti | POC: Lauren Bailey Communications and Policy Specialist at CDC Haiti CDC Staff: Lauren Bailey, David Fitter |
| 3:30pm – 5:00pm | Combined UNF/MNM Country Team Meeting with CDC, USAID, and rep from ECON to discuss wide range of issues affecting Haiti pre and post-earthquake and hurricane | POC: Lauren Bailey Communications and Policy Specialist at CDC Haiti CDC Staff: Lauren Bailey, David Fitter |
| 5:00pm-6:45pm | Depart US Embassy; inspection of post-earthquake reconstruction with Director of | Note: This will take place in the van POC: Michelle Chang |

| | | |
|--------------------------|--|--|
| | Malaria Zero Michelle Change in Port Au Prince. Briefing to take place in the vans to discuss recent developments in Haiti post-earthquake and international response. | Medical Epidemiologist Director, Malaria Zero Malaria Branch, Division of Parasitic Diseases and Malaria, CGH Mobile: 001 404 789 7220 CDC Staff: Namita and Anstice will wait at Embassy and ride with you all to Hotel |
| 6:45pm – 7:00pm | Depart for Hotel: Best Western Premier | |
| 7:00pm- 7:30pm | Check in at Hotel: Best Western Premier | Location: Angle Louverture & Geffrard Petion-Ville Phone: 50928142200 Reservation code: 184799665 |
| 7:30pm- 7:45pm | Meet in hotel lobby to go to dinner | |
| 7:45pm- 10:00pm | Working Dinner and meeting with United Nations Foundation Staffdel and Malaria Zero Partners, including CDC. Topic of discussion will be the interventions developed by the Malaria Zero partnership to eliminate malaria in Haiti. | Working dinner and meeting will be at the hotel in the main restaurant at the Best Western Premier Suggested attire: business casual CDC Staff: Michelle, Namita, Daniel Impoinvil, Eric Rogier, Anstice Brand, David Fitter, Lauren Bailey, Stanley Juin |
| 10:00pm | Best Western Premier | |
| Wednesday, May 31 | | |
| 6:30am- 7:30am | Working breakfast at hotel with MNM and CDC partners to the agenda for the day and activities in Haiti supported by USG. | Briefing on the day to come and CDC activities in Saint Camille |
| 7:30am- 8:00am | Depart hotel for field visit to Hôpital Foyer Saint Camille in Croix-des-Bouquets to meet with CDC and Malaria Zero partners | Note: Meet in hotel lobby; please have all your bags packed and with you to keep in the van during the day; we will check out of hotel at this time Suggested attire: business casual with long layers POC: Lauren Bailey Communications and Policy Specialist at CDC Haiti |

| | | |
|-----------------|--|---|
| | | CDC Staff: Lauren Bailey, David Fitter, Stanely Juin, Anstice Brand, Namita Joshi, Michelle Chang |
| 8:00am-9:30am | Arrive and meet with team at Hôpital Foyer Saint Camille to tour the hospital and briefing on the rapid diagnostic testing for malaria in Haiti. | CDC Staff: Lauren Bailey, David Fitter, Stanely Juin, Anstice Brand, Namita Joshi, Michelle Chang |
| 9:30am-10:00am | Depart Hôpital for site visit #2, National Laboratory and Insectary tour | CDC Staff: Lauren Bailey, David Fitter, Stanely Juin, Anstice Brand, Namita Joshi, Michelle Chang |
| 10:00am-11:30am | Arrive and meet with team at National Laboratory and Insectary with CDC and Malaria Zero partners. Briefing on testing and research capabilities in Haiti | <p>POC: Michelle Chang Medical Epidemiologist Director, Malaria Zero Malaria Branch, Division of Parasitic Diseases and Malaria, CGH Mobile: 001 404 789 7220</p> <p>National Public Health Laboratory (Laboratoire National de Santé Publique) Delmas 33 and Rue Chardonner No 2. Port-au-Prince, Haiti CDC Staff: Lauren Bailey, David Fitter, Stanely Juin, Anstice Brand, Namita Joshi, Michelle Chang</p> <p>CDC/MZ staff: Daniel Impoinvil, Eric Rogier</p> |
| 11:30am-12:00pm | Depart for site visit to Handicap International | <p>Note: Boxed lunches will provided CDC Staff: Lauren Bailey, Anstice Brand</p> |
| 12:00pm-1:00pm | Meet with Handicap International at the Healing Hands for Haiti Center and Program Director Catherine Stubbe. Briefing with staff to discuss orthotic workshop (the E-learning courses funded by USAID), and benefits from orthotic workshop services to the children of Haiti | <p>POC: Catherine Stubbe #9 Interior, Rue Dalencourt Bourdon, Port-au-Prince, Haiti HT6111 Tel: 011 509 2813 0434 Tel: 011 509 2813 0433 dp@handicap-international-haiti.org</p> <p>Note: Box lunch on the go CDC Staff: Lauren Bailey, Anstice Brand</p> |
| 1:00pm-1:30pm | Depart for Port au Prince Airport | |
| 1:30pm | Check-in at Port au Prince Airport | |

| | | |
|-------------------------|--|--|
| 3:35pm | Depart Port au Prince Airport Delta Flight 684 | Note: Viviana will be on a later flight going to Miami at 4:38PM on AA 2277 |
| 7:00pm | Arrive Atlanta Hartsfield Airport | Note: Kara Saleeby and Heidi Ross from MNM to greet staff at arrivals – escorted by Josh Blumenfeld from MNM Driver to pick us up curbside: Rob @ 770-255-8659 or Joe Jr. @ 678-559-5509 |
| 7:30pm- 8:00pm | Check-in at hotel Westin Atlanta Peachtree | Westin Atlanta Peachtree 210 Peachtree Street, NW Atlanta, Georgia, 30303 Phone: 404-659-1400 |
| 8:00pm- 9:30pm | Working dinner with CDC to discuss CDC presence in Haiti and world wide | Location: Cooks and Soldiers 691 14th Street NW Atlanta, Georgia 30318 Tel: 404-996-2623 Note: Please meet in lobby if you would like to go to dinner; the dinner will be a short walk from hotel Megan Schubnell from CDC to attend. |
| 9:30pm | Westin Atlanta Peachtree | |
| Thursday, June 1 | | |
| 6:45am- 7:15am | Breakfast briefing at Westin Atlanta Peachtree Hotel to go over day's agenda at CDC | |
| 7:15am- 8:15am | Depart for CDC Headquarters | Note: Please meet in lobby with all luggage; we will check out of hotel at this time. 1600 Clifton Road Atlanta, GA 30333 POC: Megan Schubnell |
| 8:30am- 9:00am | Meeting with Anne Schuchat, Acting Director of CDC to discuss CDC budgetary overview | POC: Megan Schubnell |

| | | |
|------------------|---|--|
| 9:00am-10:00am | Meeting with Cholera Team to discuss activities and progress in Haiti post-earthquake | POC: Megan Schubnell |
| 10:00am-10:30am | Tour of Emergency Operations Center and brief with Zika Response Team | POC: Megan Schubnell |
| 10:30am-11:30am | Tour of Insectary and Parasitic Diseases Laboratory with Malaria Team to discuss the stages of malaria in mosquitos | POC: Megan Schubnell |
| 11:30am-12:30pm | Working Lunch with CDC to debrief on meetings and answer any follow up questions | POC: Megan Schubnell |
| 12:30pm – 1:30pm | Side meetings for staff on other issues including opioids and emergency response. | POC: Megan Schubnell |
| 1:30pm | Depart for Airport | |
| 2:15pm | Arrive Atlanta Airport | |
| 3:20pm | Depart Atlanta Airport Flight Delta 2238 | |
| 5:09pm | Arrive Washington Regan National Airport (DCA) | Note: Airport transfer for each staffer will be available to return home |